

FAA Board Meeting Minutes
5pm, Wednesday, December 2nd 2009
Film Coop Board Room
Charlotte Street Arts Centre

Present: Katie FitzRandolph, Myrna Gunter, Tony Merzetti, Maria Bourgeois, George Strunz, Leo McNeil, Kim Vose Jones, Sabine Campbell, Meredith Snider, Renee Davis.

1. Meeting called to order by Katie at 5:05pm

2. Adoption of the Agenda

Additions:

Elect officers 3a

Board Vacancy 3b

New website 5a

Programs 10a

Move to accept the revised agenda: George

Second: Tony

All in favour

3a. Election of Officers

George informed the board that Caleb Marshall is now unable to commit to joining the board this year and has resigned. George moved to keep executive as it stands: Katie FitzRandolph- President, Tony Merzetti- Vice President, Sabine Campbell- Treasurer, Kim Vose Jones- Secretary. George was nominated to serve as past president to replace Maggie MacLaughlin, who has resigned.

Positions as listed above accepted by board by acclamation.

Officers are re-elected for another year.

The board now consists of: Katie FitzRandolph (President), Tony Merzetti (Vice President), Sabine Campbell (Treasurer), Kim Vose Jones (Secretary) George Strunz (Past President), Meredith Snider, Renee Davis, Leo McNeil, and Myrna Gunter.

3b. Board Vacancy

Board discussed the new board vacancy.

George will contact Tina LeJuene to see if she will stand as a board member.

4. Approval of November 25th minutes

Correction: "FAA executive" changed to "FAA board"

Motion to accept the minutes: Meredith

Second: Tony

All in favour

5. President's report: presented by Katie

Board discussed the procedures, appraisals of artwork as outlined by Canada Revenue Agency (Charity Donations).

Katie reported that Social Innovation efforts continue on.

ArtTrek Gala review committee will meet January 5th, 2pm, Pink House.

The Board social potluck is scheduled for January 8th, 5:00pm.

Katie moved acceptance of the report

Second: Tony

All in favour.

5a New Website

Board viewed new website designed for free by Cat LeBlanc.

The new website is located at: <http://www.nbfilmcoop.com/frederictonartsalliance/contact.html>

Board members can send comments to Maria about website.

Board unanimously voted to send their deepest thanks to Cat LeBlanc for her pro bono work on the website.

Cat will be sent a gift of thanks from the board.

****Meredith Snider takes over the minutes, 6pm****

Respectfully submitted by Kim Vose Jones

6. Treasurer's Report – attached

Sabine move adoption of treasurer's report
Seconded by George Strunz

7. Preliminary Budget for 2010 - attached

Additional notes/changes to Revenue:

- Operating Grant from NB – might decrease due to changes in its program
- Membership Fees – increase to \$2,000
- Donations - \$100
- Charitable Donations - \$2,500
- Sponsorships – to do with programming such as Art Trek and Casemates. City of Fredericton wants to see an increase in sponsorships
- City Arts, Culture & Heritage Grant - \$5,000
- City Budget Grant - \$6,000 for Amani
- Fundraising – increase to \$7,000
- Participant Fees for Art Trek - \$250 – Discussion ensued of fee versus volunteering. Some felt the volunteering did not seem overly effective, perhaps more should be asked of volunteers next year.

Additional notes/changes to Expenses:

- Casemates – represents 12 weeks
- Office and Administration – reads \$300 – error – should read \$1000
- Event Costs - \$500 – depends on what we have planned, used for renting a room, for the AGM, etc.
- Fundraising Expenses – reads \$500 – change to \$2,500 – spend money to make money
- Promotional Materials – reads \$3,000 – Residencies and Art Trek may require more materials, more maps will be printed because promotional will start earlier next year, increase to \$4,000
- Accounting - \$500 – was around \$300 this year but an increase is expected with processing related to charitable status
- Program Materials - \$300 – balloons, etc
- Arts Profile Project - \$0 – no funding was received so nothing is planned
- The costs to receive charitable status was a one-time fee this year so it has not been allocated for in the coming year
- Banking Fees – might have to buy cheques

8. Using Charitable Status Effectively

It was suggested to add a 'Make a Donation' option to the membership forms. Maria will do this and pass it by Katie and Sabine first before proceeding.

Sponsorships do not receive charitable receipts because they receive direct benefits.

Put this item on the agenda as ongoing.

People other than the executive can sign charitable tax receipts but there is a procedure to do so.

9. Coordinator's Report - attached

Additional notes:

B.) Pro-bono Program – Maria is happy with the progress

G.) UNB Radio – suggestions from the board were that it could be a member/volunteer who applies to read the ArtsNews. Should be a committee to organize this opportunity and share the load of work associated with it.

Maria was advised to request that Tom attend a meeting with the board in early January

1.) Accountant has dropped off all required materials, just have to be signed by Sabine.

Maria will take 2 weeks of overtime off during the holidays. She is owed 2 weeks and 1 day. The

board agreed.

10. Programs/Issues

Programs 2010 – attached

Additional notes – Knock off the Arts Evening and focus on existing strong programming.

Maria suggested for next summer's summer student the project be to research the history of arts in the region by discipline for the website. This research could possibly evolve into a book or booklet.

11. Gallery Connexion Update – Meredith reported that renovations were still underway, the planned opening date of October 2009 has been pushed to January/February 2010.

Tony moved to adjourn the meeting at 6:40pm

Renee Seconded

The next board meeting is the fourth Wednesday in January, therefore January 27 at 5pm.

Respectfully submitted by Meredith Snider.

**Fredericton Arts Alliance
Statement of Revenues and Expenditures
December, 2009**

December Beginning Balance	A	\$6,539.37
Revenues		
Memberships		\$60.00
Charitable Donation		\$80.00
Petty Cash left over from previous month		\$29.44
Total Deposits	B	\$169.44
Expenditures		
Contract services (Arts News)		\$500.00
Wages(Coordinator)		\$1,333.74
Office Supplies		\$0.00
Internet/identia-ring		\$50.00
Accounting		\$339.00
Gift for volunteer(Karen LeBlanc)		\$75.00
Kwik Kopy		\$138.66
CRA Payroll Remittances		\$370.89
Total Expenditures	C	\$2,807.29
Excess of Revenues over Expenditures (B-C)	D	\$0.00
Excess of Expenditures over Revenue (C-B)	E	\$2,637.85
Petty cash leftover from this month	F	\$29.44
Cheques clearing from previous month	G	\$0.00
Uncashed cheques	H	\$90.00
Difference between cash beginning and cash end (A -F(either minus G-H or plus H-G) +D or - E)		\$3,962.08
Bank Balance December 31st,2009		\$3,872.08
Difference		\$90.00

Cheque 309 dated Oct.28th has yet to be *cash*ed.